DEC STD 033-2 Microfilm Aperture Cards — Microfilm Reference Library Setup and Maintenance Procedures

DOCUMENT IDENTIFIER: A-DS-EL00033-02-0000 Rev B2, 20-Sep-1991

ABSTRACT: This section provides the procedures for establishing a microfilm reference library for microfilm aperture cards.

APPLICABILITY: This standard is mandatory for Digital personnel who establish or maintain microfilm reference libraries within Digital.

STATUS: APPROVED 20-Sep-1991; use VTX SMC for current status.

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Responsible Person:	Gerry Marini
SMC Writer:	C.J. Keating

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Gerry Marini - Standard Owner

Eric Williams - Standards Process Manager

Direct requests for further information to:

Gerry Marini
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CONTENTS

1 INTRODUCTION 1
1.1 PURPOSE 1
1.2 RESPONSIBILITIES 1

2 REQUIREMENTS 1
2.1 RECEIPT OF APERTURE CARDS 1
2.2 BASIC FILE STRUCTURE 1
2.2.1 Differentiating Filing Categories 2
2.2.2 Filing Procedure 2
2.3 ECO FILING PROCEDURE 6
2.3.1 First Issue ECOs 7
2.3.2 Final Release ECOs 7

Appendix A REFERENCED DOCUMENTS 9

A.1 EL-Class Digital Documents 9

FIGURES

1 Sample Filing Order For Numerics 3
2 Sample Filing Order for Modules and Options 4
3 Sample Filing Order for First Issue and Final Release ECOs 6
4 Final Release ECO Procedure 8

TABLES

1 Basic Drawing Identifier Characteristics 2
2 Examples of the Filing Order for Numerics, Modules, and Options 5
3 Examples of the Filing Order for First Issue and Final Release ECOs 5
4 Examples of Digital Site Codes 7

1 INTRODUCTION

This section describes the purpose of this standard and the responsibilities involved in the setup and maintenance of a microfilm reference library.

1.1 PURPOSE

This section of DEC STD 033 provides the procedures for establishing and maintaining a microfilm reference library for microfilm aperture cards of engineering documentation. It includes information on how microfilm aperture cards are filed in a microfilm reference library and the basic procedures for updating files.

1.2 RESPONSIBILITIES

Microfilm reference library clerks are responsible for the filing, retrieval, and upkeep of their respective aperture card files in accordance with this standard.

This standard is maintained by Engineering Information and Image Services. For additional information, contact Gerry Marini at NRO, DTN 234-4066.

2 REQUIREMENTS

This section describes the requirements for the setup of a microfilm reference library.

2.1 RECEIPT OF APERTURE CARDS

Microfilm reference libraries, upon receipt of a distribution log and accompanying supply of aperture cards, shall check to ensure that all aperture cards listed on the log are present. If aperture cards are missing, the library shall send the log back to Engineering Information and Image Services, indicating the omitted cards.

Distribution logs are sequentially numbered to ensure site control. Microfilm reference libraries shall check the log numbers and notify Engineering Information and Image Services if a log and set of aperture cards are missing.

2.2 BASIC FILE STRUCTURE

Microfilm reference libraries are organized to allow filing of microfilm aperture cards in four categories:

1. Modules
2. Options
3. Numerics
4. Engineering Change Orders (ECOs)

NOTE

The ECO category may be broken down into Module ECOs, Option ECOs, and Numerics ECOs.

2.2.1 Differentiating Filing Categories

Table 1 supplies the basic rules for differentiating filing categories.

Table 1: Basic Drawing Identifier Characteristics

Category	Characteristics
Modules	The class code is *00* or *blank blank*. The basic drawing number is one alpha character followed by the appropriate number of digits.
Options	The class code is *00* or *blank blank*. The basic drawing number is two alpha characters followed by the appropriate number of digits.
Numerics	The class code, that is, basic drawing number, begins with numerics.
ECOs	The basic drawing number is preceded by the alpha characters *ECO*. ECOs may be broken down into Modules, Options, or Numerics ECOs according to the characteristics listed above.

See subhead 2.2.2 for examples of filing orders.

2.2.2 Filing Procedure

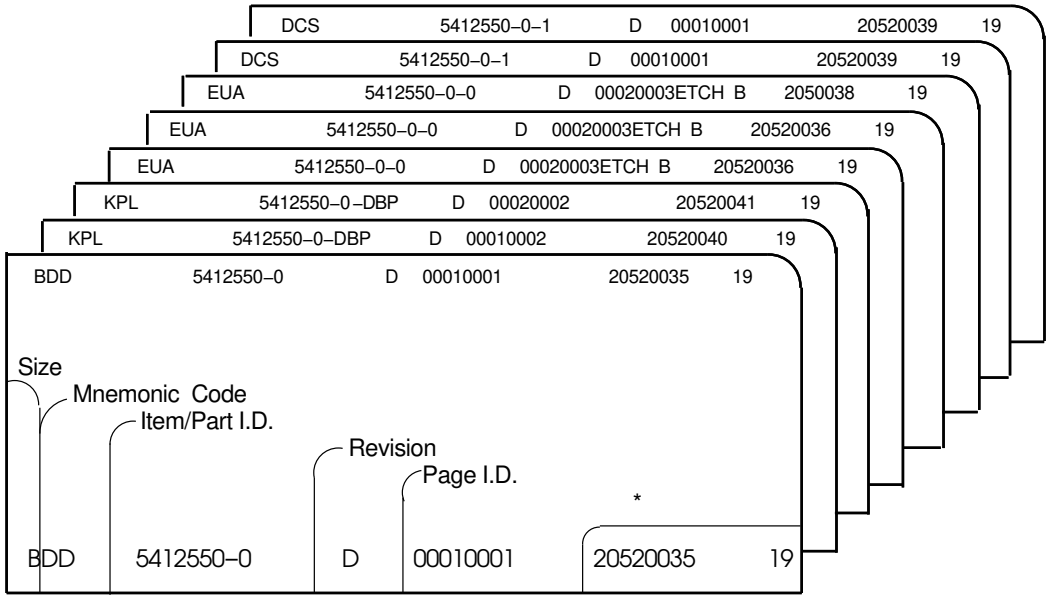
The basic drawing number of a microfilm aperture card, in addition to other information, is printed across the top of the card. See *DEC STD 033-1 Microfilm Aperture Cards — Requirements* for the microfilm aperture card format. Microfilm aperture cards are filed by the basic drawing number, in alphanumeric sequence.

Example: For characters *A* through *Z*, and *1* through *9*, the alpha character closest to *A* or the numerical value closest to *1* would be filed first. See Figures 1 and 2 and the accompanying examples in Tables 2 and 3.

NOTE

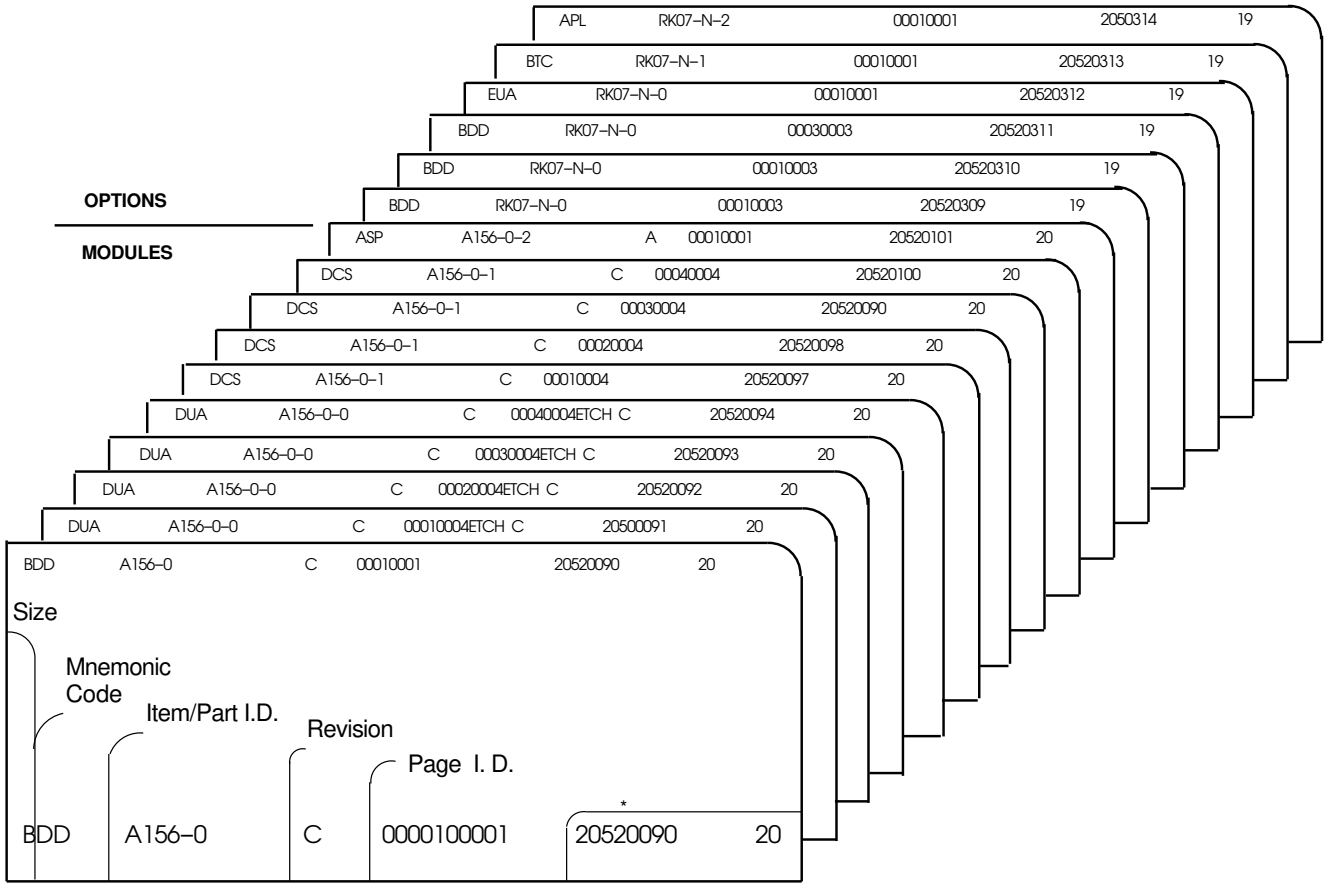
The document size and mnemonic code have no impact on the filing order.

Figure 1: Sample Filing Order For Numerics



* Internal Micrographic Sorting Key

Figure 2: Sample Filing Order for Modules and Options



* Internal Micrographic Sorting Key

Table 2: Examples of the Filing Order for Numerics, Modules, and Options

Category	Document Size	Mnemonic Code	Basic Drawing Number
Numerics	A	ML	184-0
	A	PL	184-0-0
	D	UA	184-0-0
	D	BS	184-0-1
	A	PS	1209321-0-0
	A	PS	1300116-0-0
	A	PS	2305121-0-0
	D	CS	5409728-0-0
	D	AD	7007342-0-0
	D	MD	7407349-0-0
Modules	A	PL	A005-0-0
	D	CS	A005-0-1
	B	MH	A-005-0-6
	D	CS	M7821-0-1
	B	MH	M7821-0-6
Options	B	DD	AR11-0
	A	PL	AR11-0-0
	A	SP	AR11-0-3
	A	SP	AR11-0-4

Table 3 shows some examples of the filing order for ECOs.

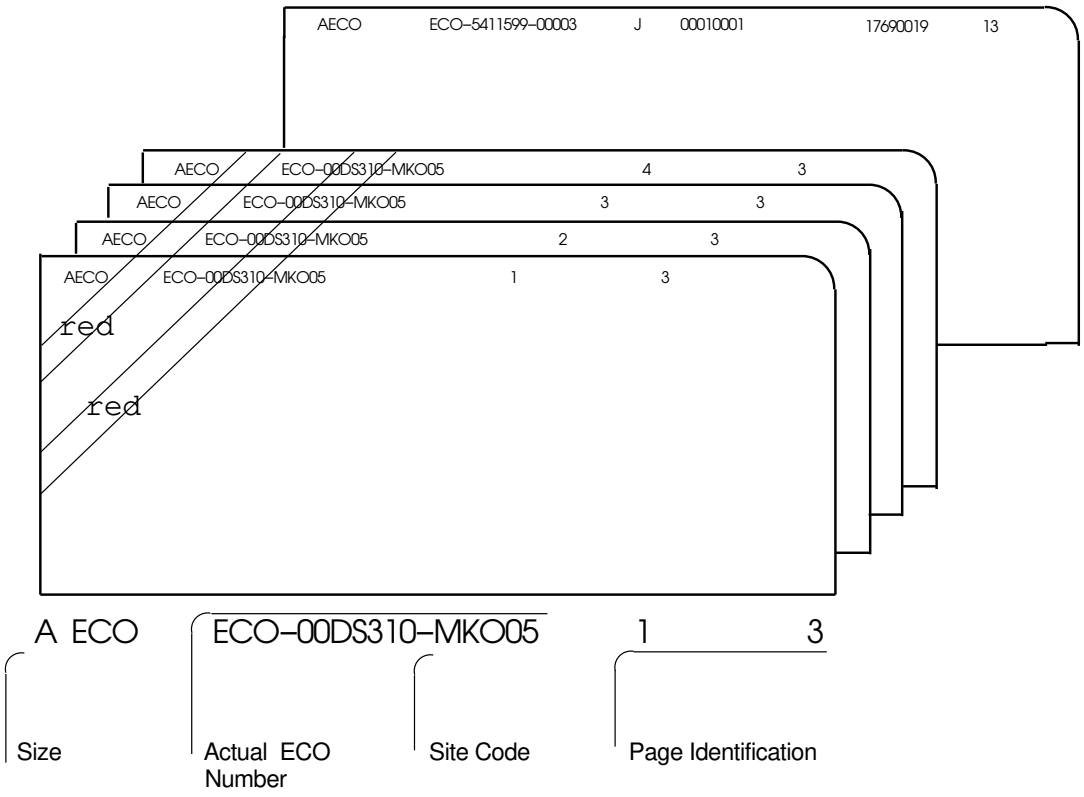
Table 3: Examples of the Filing Order for First Issue and Final Release ECOs

Numerics ECOs	ECO-5412197-TW001
	ECO-5412197-TW002
	ECO-5412197-TW002
	ECO-5412198-TW001
Module ECOs	ECO-M7821-ML001
	ECO-M7821-ML002
	ECO-M7821-TW003
	ECO-M7822-ML001
Option ECOs	ECO-RL01-CX001
	ECO-RL01-CX002
	ECO-RL01-CX003
	ECO-RL02-CX001

2.3 ECO FILING PROCEDURE

Due to the multiple steps involved in the ECO filing process, there are special filing requirements for ECOs and affected documentation.

Figure 3: Sample Filing Order for First Issue and Final Release ECOs



The preliminary ECO section of a microfilm reference library contains filmed ECOs and marked-up prints of affected documentation. Two types of ECO cards are generated:

1. First Issue (See Figure 3.)
2. Final Release (See Figure 3.)

Site codes are incorporated into the ECO numbering to designate the originating and responsible Engineering Services site for the documentation. Table 4 lists the Engineering Services site code assignments.

Table 4: Examples of Digital Site Codes

Code	Site
AB	Albuquerque
AC	Acton
CX	Colorado Springs
MK	Merrimack
ML	Maynard
MR	Marlboro
NU	Nashua
TW	Tewksbury

Example: In the drawing number *A ECO ECODS310 - MK001*, *MK* stands for MKO in Merrimack, the originating and responsible site.

2.3.1 First Issue ECOs

Microfilm reference libraries are notified of first issue ECOs.

NOTE

The hard copy generated from a microfilm card stamped *ECO Pending* or *Change in Process* must also be so stamped to notify the user of a change.

Engineering Information and Image Services distributes microfilm aperture cards of first issue ECOs and affected drawings to the microfilm reference libraries. These microfilm aperture cards are color coded with two diagonal red stripes across the upper-left corner. They are filed in the ECO history section.

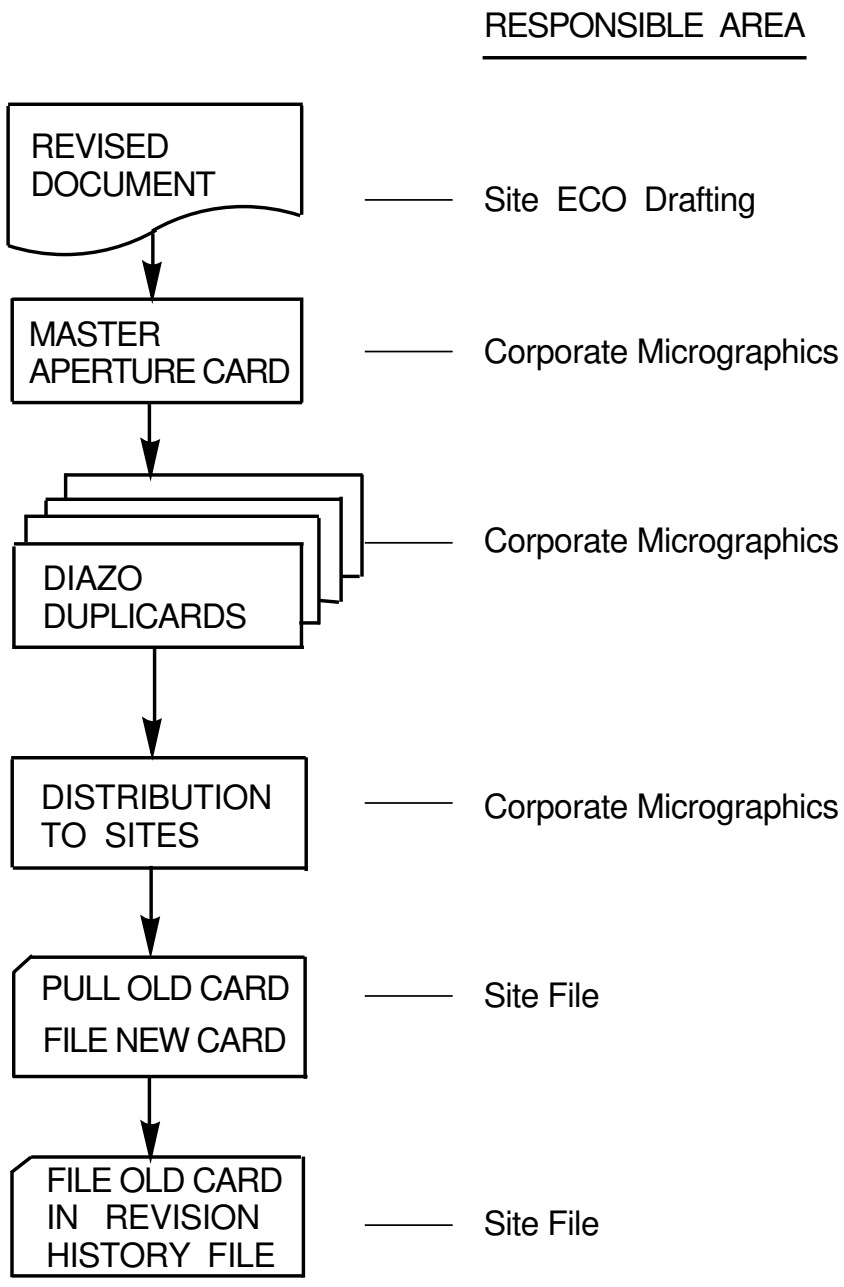
2.3.2 Final Release ECOs

After a drawing has been revised, it is released with the ECO for final microfilming. The ECO and affected drawings are microfilmed and distributed, replacing the cards stamped *ECO Pending* or *Change in Process* already in the file. Sites that want to maintain a Revision History may then file the stamped cards in a separate revision history file. See Figure 4.

NOTE

For each new revision of a drawing a new revision identifier, an alphabetic character, is given. The letters *A* through *Z* are used with the following exceptions: *G, I, O, Q,* and *X*, which shall *never* be used.

Figure 4: Final Release ECO Procedure



APPENDIX A REFERENCED DOCUMENTS

A.1 EL-Class Digital Documents

EL-Class Number	Document Title
EL-00033-01	*DEC STD 033-1 Microfilm Aperture Cards — Requirements*

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